



DISCIPLINE AND ADVERSE ACTIONS (PA)

This is a corrected copy of AFR 40-750/ESC Sup 1, 28 March 1986. AFR 40-750, 23 July 1982. is supplemented as follows:

NOTE: This supplement also applies to Air Force, Reserve units.

SUMMARY OF REVISIONS

Realigns delegated authority to effect disciplinary and adverse actions/para 6b(1); changes requirement for coordination of actions with ESC/DPCE to earlier in the processing of actions (para 7a); lists order for processing actions (para 20); designates ESC/DPCE as the office where the Command's original case file is maintained (para 22); designates ESC/DPCE as the only office with authority to furnish copies of records and to communicate or correspond with appellate agencies, employees, and their representatives (para 22a); and requires certain procedures in selecting penalties (para 34).

6b(1) Authority to effect disciplinary and adverse actions is delegated as follows:

- (a) Immediate supervisors of civilian employees and higher level supervisors are delegated , the authority to orally admonish, give letter of reprimand, and propose adverse actions.
- (b) All major staff officers and commanders of subordinate units (and their deputies) or higher-level officials may issue written notices of decisions on these actions if they weren't involved in the initial proposal of action.
- (c) The ESC/CS or higher-level official will issue notices of decisions for adverse actions where all lower-level officials were involved in the initial proposal of action.

7a. Before confronting an employee with either a grievable or appealable disciplinary or adverse action, supervisors will consult and coordinate actions with the servicing employee-relations specialist in ESC/DPCE. Coordinate final written notices of proposals and decisions with ESC/DPCE before issuing to ensure technical compliance.

20. Both law and regulations of the US Office of Personnel Management (OPM) require that employees be provided a written decision of both grievable and appealable adverse actions "at the earliest practicable date." Therefore, processing of actions incident to the occurrence or recognition of the occurrence of an offense or other cause of action will take priority over all but the most urgent items of other business assigned to responsible officials (para 6b(1), this supplement).

22. ESC/DPCE will maintain the Command's official case file.

22a. Copies of records furnished to MSPB, AFCARA (Air Force Civilian Appellate Review Agency) (except EEO-related correspondence), and employees or their representatives will be the sole responsibility and authority ESC/DPCS. Any communications received from these persons are agencies will be hand delivered to the servicing employee relations specialist, ESC/DPCE, for either reply or other appropriate action.

34. Make penalty selections only after all facts in the case are known, consultation has been performed with ESC/DPCE, and the 12 factors in penalty selection carefully weighed and documented (in writing).

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Director of Administration